

**26<sup>th</sup> Annual Herndon Festival  
Arts and Crafts Show  
June 2,3, &4, 2006  
Sponsored by the Herndon Parks and Recreation Department**

**EXHIBITORS' RULES AND REGULATIONS**

**DESCRIPTION:**

The Herndon Festival is a 4-day town wide outdoor, open air festival with arts and crafts, entertainment, food, carnival, and fun for the whole family. The Arts and Crafts portion is either two day or three day, depending upon the chosen Booth Space. Arts and Crafts vendors will be placed on the streets of Historic Downtown Herndon, Virginia.

**ELIGIBILITY:**

**The exhibitor must be the originator of the items being sold** – no “buy/sell”.

NO commercially reproduced work including books or collections or pre-made kits permitted. If you are accepted into the show and you display or sell any items that are not handcrafted by the exhibitor, you will be asked to remove the items immediately! Gourmet foods must be homemade items not pre-purchased foods.

Participants are selected from submitted photographs; at least 4 new and good quality photos of craft and booth must be judged by jury. Only work representative of that submitted to be juried may be exhibited, you may not sell other non-related crafts that were not judged. Violators will be removed from the show and removed from our mailing list.

**APPLICATION PROCEDURE:**

**ALL APPLICATION MATERIALS MUST BE POST MARKED BY  
FRIDAY, MARCH 31, 2006.**

Application and pictures will be juried so the best quality of crafters will be maintained. Quality and original work are stressed. The decision of the committee is final.

Please read application, rules and regulations carefully before signing and returning the application.

For each category in which you wish to be juried, please submit 4 recent photographs of your work and display; please no slides. Label each picture with your name and address. Update your photos before you send them in. Please do not send samples, as they will not be returned. Enclose your booth fee check and a business size, self-addressed envelope with \$0.78 postage.

If your application is accepted, your booth number, show information and photographs will be mailed. If you are not selected, your pictures and check will be returned.

All notifications will be mailed by April 21, 2006. If for some reason you do not hear from us by April 28, 2006 please phone 703-435-6800 ext 2119, Ann Hoy.

### **BOOTH INFORMATION:**

The Town will map and have exhibit booths numbered to eliminate confusion as to your assigned location. Your booth will be 10 feet wide and 10 feet deep. The show will go on rain or shine. You will need to provide your own materials for set-up (i.e., tables, chairs, backdrops, etc.). **ALL TENTS MUST BE SECURED AND WEIGHTED DOWN WITH A MINIMUM OF 40lb WEIGHTS, ON ALL FOUR CORNERS.** Please make sure that the tent is secure enough to withstand any thunderstorms that are not uncommon this time of the year. **ELECTRICITY WILL NOT BE AVAILABLE** for exhibitors and **GENERATORS WILL NOT BE ALLOWED.** During breakdown you may not be able to get your vehicle close to your booth space, so a handcart may be needed for vendors who must remove their items.

Set-up times will be staggered beginning at 3:00 p.m. on Friday, 6:00 a.m. on Saturday, June 3<sup>rd</sup> and at 7:00 a.m. on Sunday, June 4<sup>th</sup>. You will receive a parking permit with your specific set-up time in May. Exhibitors are expected to strictly adhere to their designated time to insure that the set-up procedure runs smoothly. Exhibitors coming before or after their time will not be allowed to drive into the Festival area but will have to park first and then carry their display to their assigned space.

Parking will not be allowed in the Festival area itself, but you will be able to drive to your assigned space at your designated time for set-up. You are asked to unload your display and then remove your car from the Festival area. A Festival Marshal will direct you when exiting the area to parking designated for exhibitors. You may then return to set-up your display. Your full cooperation is appreciated and necessary.

Please be prepared to have your exhibit ready for public viewing/shopping by 6 p.m. on Friday, June 2<sup>nd</sup>, 9:45 a.m. on Saturday, June 3<sup>rd</sup> and 10:45 a.m. on Sunday, June 4<sup>th</sup>. Most of the arts and crafts show will end at 5:00 p.m. There is a designated area on Friday and Saturday, where arts and crafts booths will remain open until 6:00 or 9:00 p.m. If you wish to be included in the 9:00 p.m. closing area please mark the “evening” option on the application. All booths must close **promptly** at their scheduled time. Although the arts and crafts show will end at 5:00 and 6:00 p.m. the Herndon Festival will continue on Saturday evening with concerts, carnival and fireworks.

### **BOOTH CHOICES and FEES:**

The Booths are 10' x 10' with no electricity and all tents, tables, chairs, etc. are provided by you, the vendor.

#### **REGULAR - \$175**

These booths close at 5:00 p.m. on Saturday and will have to set-up and breakdown both days of the show. Vendors will not be allowed to leave their displays overnight. **EXHIBITORS WILL BE DIRECTED TO A DESIGNATED INTERSECTION FOR BREAKDOWN. CARS WILL NOT BE ALLOWED IN THE AREA. DOLLIES AND CARTS ARE HELPFUL FOR MOVING.** An attempt will be made to locate exhibitors who indicate they have exceptionally large displays near an intersection for easy access. Sunday, cars will be permitted into the area following the conclusion of the Festival and when Festival staff determines it is safe for vehicles to enter. **Please breakdown your display first and move everything onto the sidewalk before getting your vehicle. Festival Marshals will provide you a pass to enter the area with your vehicle once you have completed your breakdown.**

### **SPECIAL - \$185**

These booths close **promptly** at **5:00 p.m.** on Saturday and will have to breakdown their display Saturday evening but can store their materials on site. Items will be stored on the sidewalk and fenced off from the public. Any items stored on site must be covered by a water-resistant tarp. The tarp must be weighed down on all four corners and able to withstand a small storm. **The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged.** There will be a security guard present to help monitor the area. **If you have a booth in this area and choose to remove your items please be aware that no vehicles will be allowed in this area and all items will need to be carted to your vehicle.**

### **PRIME - \$200**

These booths close **promptly** at **6:00 p.m.** on Saturday and will be allowed to leave their booth display up Saturday evening. All items must be enclosed within a tent with sides. All items in the booth displays must be out of public view. Only the tent should be visible. **The display and tent should be secured and weighted down and able to withstand a thunderstorm or high winds. The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged.** There will be a security guard present to help monitor the area.

### **EVENING - \$300**

These booths close **promptly** at **9:00 p.m.** on Friday and Saturday and will be allowed to leave their booth display up both evenings. All items must be enclosed within a tent with sides. All items in the booth displays must be out of public view. Only the tent should be visible. **The display and tent should be secured and weighted down and able to withstand a thunderstorm or high winds. The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged.** There will be a security guard present to help monitor the area.

### **CORNER BOOTH - \$20 extra** (separate check please)

If you would prefer a corner booth please specify and add a separate check of \$20.

**Your check or credit card number must be included with your application. It will not be processed until after the selections have been made and only if you have been selected. All returned checks are subject to a \$30 fee.**

### **WEATHER:**

Since the Festival will not be cancelled in the case of inclement weather, you should come prepared to protect yourself against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions persist, i.e., thunderstorm/lightning, the Festival will temporarily close down and then reopen. Vehicles will not be allowed in the Festival area during cloudbursts - please be prepared to protect your merchandise in this event. Exhibitors are expected to reopen their booths as soon as possible once the weather has cleared and the Festival reopens. No refunds will be issued for inclement weather.

### **SALES TAX:**

All exhibitors are required to pay a tax of five percent on all sales made at the Festival to the Commonwealth of Virginia. Exhibitors who already have a sales tax number from the Taxation Department should file their report in the usual manner. Contact information for the Department of Taxation, Richmond Virginia, is Field Representative Barbara Toellner, her phone number is 540-372-3545.

### **RULES and REGULATIONS:**

In signing the application agreement, exhibitors must understand that all work must be original, handcrafted, manufactured and executed by the exhibitor. If it is of traditional design, it should authentically reflect its source. Also, that the work shown on the photographs submitted is representative of what is to be exhibited. Exhibitors' understand that should any of the above be found to be untrue, they may be asked to leave the show. In addition, that upon acceptance, booth fees are non-refundable. This is an outdoor two-day/ three-day street show and that booth spaces may not be completely level. Exhibitors' also understand that setup and full takedown may be required for both days of the show. Understanding that exhibitors' will have to cart supplies to their vehicle for break down and may not be able to pull a car up to the booth space unless determined to be safe by Herndon Festival staff. If items are left on site Saturday night, they must place them in a designated area. Exhibitors' are responsible for safe storage containment and full value of all materials. The Town of Herndon is not responsible for safekeeping, loss or damage of any merchandise.

### **APPLICATION CHECK LIST:**

No application will be considered without all of the following:

1. Application filled out completely and legibly.
2. Four photographs labeled with your name and address.
3. Booth Fee, specifying what type you have chosen.
4. Self-addressed, stamped (\$0.78), business size envelope.

For additional information contact Ann Hoy at 703-435-6800 ext. 2119  
or e-mail [ann.hoy@herndon-va.gov](mailto:ann.hoy@herndon-va.gov).

**Applications must be postmarked no later than Friday, March 31, 2006.**

Mail applications to:  
Herndon Parks & Recreation Department  
P.O. Box 427  
Herndon, VA 20172-0427;

Fax 703-318-8652  
[www.herndonfestival.net](http://www.herndonfestival.net)